

Frequently Asked Questions About Performance Evaluations

By Employees:

1. Do I need a current performance evaluation to apply for an examination?

ANSWER: Yes, you must have the most current “regularly scheduled” evaluation with a rating of at least “Meets Minimum Standards” in order to apply for a promotion or competitive reassignment.

2. What should I do if my supervisor has not given me my performance evaluation and it is over 30 days late?

ANSWER: You should respectfully remind him or her. If he or she fails to respond, inform the Human Resources Department.

3. How many days do I have to appeal my performance evaluation?

ANSWER: Once your supervisor issues you the evaluation, you have 5 workdays to appeal the PE to your department head. Once the department head reviews the evaluation, they will discuss their report with you. After the department head issues you his or her final decision and you are not satisfied with the decision, you have 10 workdays to appeal to the Civil Service Commission. Only “regularly” scheduled evaluations may be appealed. Probationary and Unscheduled evaluations cannot be appealed to the Civil Service Commission.

4. If I get reclassified, does my reporting period change?

ANSWER: No, because you were already performing the job duties that resulted in the reclassification the reporting period remains the same.

5. Who completes my PE if I recently transferred to a new department?

ANSWER: The supervisor from the departing section or department should complete an “unscheduled” evaluation for the departing employee. The new supervisor is responsible for the “regularly scheduled” evaluation and may take into consideration the documentation and the PE at the time of the transfer.

6. Who should do my PE if I had more than one supervisor in the same department during the rating period?

ANSWER: The supervisor at the end of the rating period must complete the “regularly scheduled” evaluation. The supervisor completing the PE should confer with any and all supervisors who supervised the employee during the rating period and may take their input into account when completing the evaluation.

7. When should my supervisor complete the PE?

ANSWER: Supervisors should complete “regularly scheduled” evaluations on or about the last day of the rating period. Probationary and Unscheduled evaluations can be completed at anytime. All evaluations must be received by the Human Resources Department within 30 calendar days from the due date.

8. What does a competent rating mean?

ANSWER: A competent rating evaluation is a good rating. It means that you are doing what is expected of you and that you are fully meeting established goals.

9. What can I do if I'm not satisfied with my rating?

ANSWER: If you are not satisfied with your rating, you have a right to appeal your evaluation by following the steps outlined below.

1. First - within 5 workdays after receiving your evaluation, you must submit a written request to have the PE reviewed by your Dept. Head. The department head or his/her designees will meet/discuss the evaluation with you.
 2. Second – after you receive a final decision from your Dept. Head, you have 10 working days to appeal to the Civil Service Commission.
 3. Third - If you wish to appeal the department head's final decision, you should take a copy of your PE to the Human Resources office and fill out a “PE” appeal form.
10. What will happen with my PE if I am out for an extended period of time due to Workers Compensation or illness?

ANSWER: Evaluations must be completed for all employees. Employees who have worked less than 6 months will receive an evaluation coded as “09” (Unable to rate). All other will receive a regular evaluation.

11. Can I apply for a promotional exam if I am appealing my evaluation?

ANSWER: Yes, as long as the evaluation rating is at least “meets minimum standards.”

Frequently Asked Questions About Performance Evaluations

By Supervisors:

1. What is the purpose of the performance evaluation?

ANSWER: The performance evaluation is used to evaluate the work and behavior of employees including the following:
the relationship of employee performance to work and behavior standards;
to establish goals for the next rating period;
to discover performance problems and their causes; and
to learn the reaction of employees toward the present work stations and plans for improvement.

2. What is a performance evaluation used for?

ANSWER: It provides documentation for promotions, transfers, reassignments, merit and competency increases, separations, reinstatements and similar personnel actions.

3. If I am not going to recommend permanent status for a probationary employee, when should I complete the performance evaluation?

ANSWER: The evaluation should be completed and discussed with the employee as soon as it is determined that permanent status will not be granted. All employees who completed 6 months of "permanent" service are granted permanent status unless they are issued a PE within the probationary period indicating otherwise and terminated.

4. Who is responsible for completing an employee's performance evaluation?

ANSWER: The immediate/current supervisor must complete the evaluation in a timely manner.

5. Who is the "official rater" of the performance evaluation?

ANSWER: The employee's immediate supervisor is the rater and he or she should personally complete the evaluation.

6. Who is the reviewer of the performance evaluation?

ANSWER: The reviewer is the person who supervises the rater. Generally, the reviewer will be a division head or department director.

7. Can a department head serve as both a rater and reviewer?

ANSWER: Yes, if the department head is the employee's immediate supervisor.

8. What if there is a disagreement between the rater and the reviewer regarding the scores?

ANSWER: The department head must settle the disagreements and his/her decision is final.

9. What should I do if the employee refuses to sign the evaluation?

ANSWER: Explain that signing means only that he/she has seen and received a copy and not that he/she is in agreement with the evaluation. However if the employee is not convinced and continues to refuse, then simply write to "Refused to Sign" in the employee signature block and issue a copy of the evaluation to the employee.

10. What is the meaning of being "competent"?

ANSWER: A competent rating is performance, which is fully acceptable, consistently meets standards and achieves desired performance objectives.

11. How is a supervisor supposed to complete a scheduled performance evaluation when he/she only supervised the employee for a month or two and the evaluation is for an entire year?

ANSWER: The supervisor is still responsible for completing the evaluation. In most cases the reviewer will be able to provide some assistance with the rating of the employee. In extreme circumstances where previous documentation is not available, the supervisor should attempt to contact the employee's previous supervisor and ask that an unscheduled evaluation be submitted.

12. What is required when an employee promotes within the department or leaves the department?

ANSWER: The current supervisor should complete an "unscheduled" performance evaluation and issue it to the employee before he or she departs to the new position.

13. Do I have to do the evaluation if the employee has been out on Workman's Compensation?

ANSWER: Evaluations should be completed for all employees at the end of their scheduled rating period. Employees who have worked less than 6 months should receive an evaluation coded as "09" (Unable to rate).

14. Should the overall rating be based on ratings given to some factors, the average of all factors, or the greatest number of marks given?

ANSWER: The overall rating should reflect the employee's overall performance in the position. It does not have to be based on a mathematical average nor the majority of the scores. However, if an employee is given all "3"s then the overall rating cannot logically be less than a "3".

15. If a promoted employee fails to pass the probationary period and is returned to the previous position, what happens to his/her evaluation date?

ANSWER: The date goes back to the old evaluation date prior to their promotion.

16. If an employee resigns from City services and subsequently reinstates, does their evaluation date change?

ANSWER: Yes, the evaluation date is reset to reflect the date the employee returned to employment.

17. Who completes the PE on an employee who has recently transferred to the department or section?

ANSWER: The supervisor from the departing section or department should complete an unscheduled evaluation for the departing employee. The new supervisor is responsible for the "regularly scheduled" evaluation and may take into consideration the documentation and the evaluation at the time of the transfer.

18. What is required when there are multiple supervisors for an employee in the same department during the rating period?

ANSWER: The supervisor at the end of the rating period must complete the evaluation. The supervisor completing the PE should confer with any and all supervisors who supervised the employee during the rating period and may take their input into account when completing the evaluation.

19. When should supervisors complete the PE?

ANSWER: Supervisors should complete "regularly scheduled" evaluations on or about the last day of the rating period. Unscheduled evaluations can be completed at anytime. Probationary evaluations should be completed at least 2 weeks before the end of the rating period for all employees not being recommended for permanent status. All evaluations must be received by the Human Resources Department within 30 calendar days of the time they are due.

20. Where can I find the performance evaluation forms?

ANSWER: Current forms can be obtained through Public on Voyager (S:)/City Forms/Performance Evaluations. Please check for updated forms before completing an evaluation.

21. How can I get help when completing evaluations?

ANSWER: The HR department conducts several training sessions on performance evaluations. You may also contact Organization Development with any questions you may have.

22. How can a report on overdue performance evaluations be generated?

ANSWER: Departments are able to run overdue evaluation reports by using the queries below in the PeopleSoft system.

E1_OVERDUE_PE2 - Overdue PE's list

You will be required to enter the date you consider the PE as overdue and the Department #.

The department number should be a 2 digit department number followed by %.

E1_NEXT_EMPLOYEE_PE_DUE - Next PE Due for Employees *****

You will be required to enter the From Date, the To Date and the Department #.

The department number should be a 2 digit department number followed by %.